

Ilexas Township Campus
6767 West O Avenue
PO Box 4070
Kalamazoo, MI 49003-4070
269.488.4400
www.kvcc.edu

Reduced Course Load Request Form

Student Information:

First Name: _____ Last Name: _____

Valley ID Number: _____

Date of Birth: _____

Visa Type: _____ KVCC Email: _____

Arcadia Commons Campus
202 North Rose Street
PO Box 4070
Kalamazoo, MI 49003-4070
269.373.7800

Bronson Healthy Living Campus
PO Box 4070
Kalamazoo, MI 49003-4070
269.548.3205

The Groves Campus
7107 Elm Valley Drive
PO Box 4070
Kalamazoo, MI 49003-4070
269.353.1253

Immigration regulations require students in F-1 status to be enrolled full-time or an authorized equivalent every fall and spring semester of their program in order to maintain valid status unless they are eligible and authorized for an academic or medical Reduced Course Load (RCL).

Kalamazoo Valley Museum
230 North Rose Street
PO Box 4070
Kalamazoo, MI 49003-4070
269.373.7990

Kalamazoo Valley requires a minimum of 12 credit hours of undergraduate course work each semester for full-time enrollment in academic programs. Please carefully read the information below and check the box that applies to you:

Academic Difficulties [8 CFR 214.2(f)(6)(iii)(A)] – Specify below and remember you can use one of the following four academic difficulty reasons during the 1st semester only AND must still be enrolled at least half-time.

Initial difficulties with English language Unfamiliarity with American teaching method
 Initial difficulties with reading requirements Improper course level placement

Medical Reason [8 CFR 214.2(f)(6)(iii)(B)] – attach an official letter on letterhead stationery from a US-licensed medical doctor, doctor of osteopathy, or -clinical psychologist including detailed diagnosis, treatment plan, and prognosis. Does not require a signature from his/her academic advisor in Section B of this form (below). Please see attached for additional guidance regarding documentation for medical reasons.

Completion of course of study [8 CFR 214.2(f)(6)(iii)(C)] – Expected to complete study by the semester listed above and must graduate this semester. F-1 students in their final semester must have at least one in-person class to maintain F-1 status. They cannot take their sole remaining course in online format. Reduced course load for last semester must be approved before the end of the first week of the student's final semester.

I understand that it is my responsibility to drop my course, only after a DSO has approved the RCL.



Student Name (printed) Student Signature Date